



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
2300 E STREET NW  
WASHINGTON DC 20372-5300

IN REPLY REFER TO  
BUMEDINST 5354.6  
BUMED-OOE  
8 Feb 99

BUMED INSTRUCTION 5354.6

From: Chief, Bureau of Medicine and Surgery  
To: All Internal BUMED Codes

Subj: COMMAND MANAGED EQUAL OPPORTUNITY PROGRAM  
(INTERNAL)

Ref: (a) OPNAVINST 5354.1D

Encl: (1) Bureau of Medicine and Surgery (BUMED) Military  
Equal Opportunity Policy Statement  
(2) Bureau of Medicine and Surgery Sexual Harassment  
Prevention Policy Statement

1. Purpose. To issue policies and procedures contained in  
reference (a) and enclosures (1) and (2).

2. Cancellation. NAVMEDCOMINST 5354.1.

3. Applicability. This instruction applies to all  
personnel assigned to BUMED.

4. Discussion. Command managed equal opportunity (CMEO),  
as outlined in reference (a), plays a vital role in  
maintaining a high state of morale, discipline, and mission  
accomplishment. Continually monitoring internal practices  
and personnel management provides a positive command climate  
and work environment free of discriminatory practices to  
ensure fair and equal treatment of all hands.

5. Policy. BUMED fully supports policies, direction,  
and guidance provided by reference (a). All command  
personnel must comply with the spirit and intent of this  
instruction.

a. Equal treatment and equal opportunity (EO) are the  
right of every Navy member regardless of race, color,  
religion, gender, or national origin.

b. The Navy's EO policy is an integral part of day-to-  
day operations. Command policies, procedures, and  
continuing actions shall support the principles and  
practices of EO and fair treatment.

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c. Discriminatory practices directed against service members, whether on or off base, or sexual harassment of any individual will not be tolerated. Such practices or behaviors are detrimental to good order, discipline, and morale.

d. All grievances or complaints shall be promptly evaluated as outlined in reference (a), and acted upon by the command without fear of intimidation, reprisal or harassment.

6. Action. The BUMED CMEO program shall encompass the following requirements:

a. CMEO Program Managers: A primary and an assistant CMEO program manager shall be appointed by the BUMED Chief of Staff (COS). The primary CMEO program manager shall be an officer of grade O5 or above. The assistant CMEO program manager shall be enlisted of pay grade E7 or above. They shall:

(1) Assist the COS in the overall management of the CMEO Program.

(2) Assist in resolving sexual harassment and EO complaints.

(3) Maintain a record of all instances involving discrimination, sexual harassment complaints, or other EO issues.

(4) Accept formal complaints under oath per the Manual of the Judge Advocate General, section 0902.

(5) Ensure training requirements for the Command Assessment Team (CAT) and Command Training Team (CTT) are met and appropriate service record entries are recorded.

(6) Ensure the CAT is conducting proper annual assessments as outlined in the EO Manual.

(7) Monitor minutes of CAT quarterly meetings.

(8) Ensure prospective CAT and CTT members are qualified per reference (a) and make appropriate recommendations to COS.

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(9) Ensure CAT and CTT members are appointed in writing.

(10) Monitor activities of CTT to ensure proper scheduling of Navy rights and responsibilities (NR&R) work shops and quarterly meetings are held to include training on policy changes, team building, and facilitation skills.

(11) Ensure NR&R work shop attendance and required annual training attendance is documented in command records and the member's service record.

(12) Meet with the COS at least quarterly to advise on the effectiveness of the command's EO programs.

(13) Assist the COS in ensuring BUMED EO policies and programs of the command are widely disseminated and known at the lowest levels.

b. The CAT shall:

(1) Include the Deputy Chief, the Command Master Chief, at least one senior department head, the Command Career Counselor, MED-91, MED-03L, primary and assistant CMEO program managers, CTT Chairman. Additional members will represent a cross section of the command's population with regard to race, gender, pay grade, and code. Command members requesting CAT membership shall submit chits through their code and then to the CAT leader. The CAT leader will make recommendations to the primary CMEO program manager regarding CAT appointment. COS shall have final approval.

(2) Conduct an annual command assessment (or when required by special circumstances) using data gathered from statistical sources (records, reports) and subjective sources (surveys, interviews).

(3) Evaluate different courses of action and recommend to the COS the most appropriate courses for the command. The selected recommendations shall then be developed into a plan of action and milestones (POA&M).

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(4) Meet at least quarterly to assess the effectiveness of current POA&Ms.

(5) Maintain minutes of CAT quarterly meetings.

(6) Ensure approved command climate assessment recommendations and POA&Ms are initially disseminated to all command personnel.

(7) Ensure all command personnel are routinely informed of the current status of command climate assessment POA&Ms.

(8) Meet with primary CMEO program manager quarterly to discuss CAT minutes, POA&M status, and other EO issues.

c. The Command Training Team shall:

(1) Be comprised of no less than five members. Command members requesting CTT membership shall submit chits through their code and then to the CTT leader. The CTT leader will make recommendations to the primary CMEO program manager regarding CTT appointment. COS shall have final approval.

(2) Be chaired by a staff member of grade O4 or above.

(3) Conduct the NR&R work shop using the Chief of Naval Education and Training (CNET) approved course guide. This training will be geared for the indoctrination of newly reported personnel.

(4) Conduct an annual command specific work shop based on the results of the annual command climate assessment. This training will include required annual sexual harassment prevention and fraternization training.

(5) The CTT Chairman will present recommendations to the COS on what topics to present for the annual command specific work shop.

(6) Submit NR&R work shop critiques to the primary CMEO program manager for review. Critique sheets shall be retained for 36 months.

d. All Staff Personnel shall:

(1) Attend a NR&R work shop within 90 days of reporting.

(2) Attend required annual EO training.

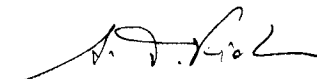
(3) Individuals who perceive they have been discriminated against and/or harassed shall attempt to resolve the complaint at the lowest level possible and fully use the chain of command. If the complaint cannot be resolved between the complainant and the person involved, or with the help of immediate supervisors, then submit a written request via the chain of command for COS Request Mast.

(4) Use the BUMED CMEO program managers to submit an EO or sexual harassment formal complaint via NAVPERS 5354/2 (Navy Equal Opportunity (EO)/Sexual Harassment (SH) Formal Complaint Form).

(5) Submit only legitimate complaints and exercise caution against immature or reckless charges.

(6) Comply with the spirit and intent of enclosures (1) and (2).

7. Form. NAVPERS 5354/2, Navy Equal Opportunity (EO)/Sexual Harassment (SH) Formal Complaint Form, can be obtained from the primary or assistant CMEO program managers.

  
S. T. FISHER  
Deputy



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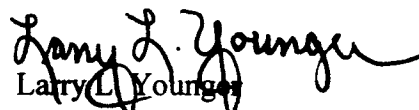
## **BUREAU OF MEDICINE AND SURGERY MILITARY EQUAL OPPORTUNITY POLICY STATEMENT**

Equal opportunity is an integral part of our efforts to maintain a strong and cohesive American military in a changing world.

Our personnel are the cornerstones of our readiness mission. We will treat them with dignity and fairness in all aspects of daily operations. They properly deserve an environment where their efforts can be fully directed toward our mission. I will not tolerate discrimination based upon race, color, religion, gender or national origin.

Sailors and their family members who feel they have been discriminated against should utilize the chain of command, the Command Managed Equal Opportunity Officer and/or the Inspector General to address their concerns. No member within BUMED will harass, intimidate, or commit any acts of reprisal against individuals exercising their rights.

I expect every command member to create and maintain an environment free of the perception of discrimination and sexual harassment. Additionally, I expect all members to fully support and comply with, at a minimum, all four elements of Command Managed Equal Opportunity (CMEO). Those four elements are Command Assessment, Analysis, Action Planning and Training. Equal opportunity is a readiness issue and CMEO is a tool that should be used to maintain equal opportunity oversight within our command. We can best accomplish our mission of readiness and the delivery of quality service in a positive climate that encourages self-development and recognizes merit and dedication to duty.

  
Larry L. Younger  
Chief of Staff



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IN REPLY REFER TO  
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**BUREAU OF MEDICINE AND SURGERY  
SEXUAL HARASSMENT PREVENTION POLICY STATEMENT**

All military and civilian personnel in Navy Medicine have a responsibility for maintaining high standards of integrity, honesty, impartiality and conduct to assure proper performance of duties and meet mission requirements. Any forms of discrimination, including sexual harassment violates those standards, especially regarding principles of equal opportunity and treatment and will not be tolerated. Prevention of sexual harassment is the responsibility of all personnel.

Sexual harassment is a form of sexual discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a persons job, pay or career, or

- Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting, that person, or

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

The above definition emphasizes that workplace conduct, to be actionable as "abusive work environment" harassment, need not result in psychological harm to the victim, but rather need only be so severe or pervasive that a reasonable person would perceive, and the victim does perceive, the work environment as hostile or abusive. It should be noted that "work place" is an expansive term for military members and may include conduct on or off duty, 24 hours a day.

Sexual harassment is unacceptable conduct; it undermines the integrity of the employment relationship, debilitates morale, and interferes with the productivity of an organization. Sexual harassment will not be tolerated at any level within Navy Medicine. All personnel, military and civilian, shall be made aware of the prohibitions against sexual harassment, and shall receive periodic training on the prevention of sexual harassment. The training will be designed to ensure a thorough understanding of the definition of sexual harassment, responsibilities of all personnel when sexual harassment occurs and avenues of redress. The chain of command will be fully used and incidence of sexual harassment will be resolved at the lowest possible level within the organization.

I challenge every command member to take proactive steps toward creating and maintaining an environment free of even the perception of sexual harassment. They must take an active role in educating their employees and sailors on the seriousness of such behavior. They must not ignore or condone sexual harassment in any form, and they must take whatever action is required to ensure that a recipient of sexual harassment is not subsequently also the victim of reprisal or retaliation. I expect any instance of sexual harassment to be dealt with swiftly, fairly, and effectively. We can best accomplish our mission of readiness and delivery of quality service in a positive climate that encourages mutual respect, common courtesy and concern for our shipmates and co-worker.

*Larry L. Younger*  
Larry L. Younger  
Chief of Staff